

CORRESPONDENCE HANDBOOK

1963

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9. DOCUMENT RECEIPT, FORM 615

A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.